

**661—150.4(691) Evidence submission to the laboratory.**

**150.4(1)** Evidence may be submitted to the laboratory by:

- a.* Any law enforcement agency in Iowa;
- b.* The Iowa department of corrections;
- c.* Any other criminal or juvenile justice agency, with the approval of the laboratory administrator;

or

- d.* Any other state agency, with the approval of the laboratory administrator.

**150.4(2)** Evidence may be submitted to the laboratory via regular, certified, or registered mail or personal service. All evidence submitted must be accompanied by a standard laboratory receipt form that describes each item and its container, if any, and lists examination requests.

NOTE: The standard laboratory receipt form may be found on the Web site of the department. Currently, it is located at [http://www.dps.state.ia.us/DCI/Crime\\_Lab/index.shtml](http://www.dps.state.ia.us/DCI/Crime_Lab/index.shtml).

**150.4(3)** Evidence submitted to the laboratory which is not personally delivered shall be packaged in such a manner that laboratory personnel can determine that the package has not been opened while in transit. If the laboratory receives an unsealed or damaged package, the laboratory may refuse to process such evidence, if the integrity of the evidence has been compromised.